



CONSTRUCTION CHANGE GRADING AND RIGHT OF WAY

City of San Diego
Development Services Department

INFORMATION
BULLETIN

350

June 2019

This Information Bulletin describes the procedures for obtaining approval for changes to construction plans that have been approved for grading and right-of-way permits.

I. CONSTRUCTION CHANGE PROCESS

Per Municipal Code Section 129.0652 and 129.0752, approved plans and specifications shall not be changed, modified, or altered without authorization of the City Engineer. All changes, modifications, or alterations to the approved plans and specifications during construction must be reviewed and approved by the City prior to being incorporated into the construction documents and included with the permitted plans.

The review and approval process for construction changes must begin at project submittal in order to document the construction change and to determine which reviewing disciplines need to approve the change.

A construction change process IS NOT appropriate when:

- A. The project is still in plan review (permit has not been issued); and/or
- B. The permit has passed final inspections; and/or
- C. There has been a substantial redesign of the original permit.

Construction changes are processed through a submittal with DSD, unless otherwise authorized by the City Engineer.

II. REQUIREMENTS

- A. Whenever changes are made to the approved plans, the approved plans must be brought to the Development Services Department for comparison. Five (5) sets of the current permitted plans and five (5) sets of the proposed change plans will be the minimum sets required for the construction change review process to be initiated. To ensure that sufficient copies are initially provided, it is highly recommended that the applicant coordinate with Development Services to understand the reviewing disciplines needed with the construction change review.
- B. Identify the changes by adding the symbol "delta", cloud the area of change, and include a brief description of the changes. Also, any proposed revisions to the sheets shall require the sheet index to be revised and noted with a cloud for the changes.
- C. Permits originally authorized through Development Services Over-the-Counter process may process construction changes Over-the-Counter. All other review types for proposed construction changes shall be submitted. The process type detailed in this paragraph for review shall be followed by the applicant for construction changes, unless otherwise authorized by the City Inspection Department.

III. FEES

A non-refundable hourly plan check fee will be assessed (minimum ½ hour per discipline reviewing the change) at the time of issuance of the construction change. See Information Bulletin 502 (Fee schedule for Construction Permits Grading & Public Right of Way) for a list of the hourly fees. Record fees will also apply. If the change results in additional square footage, additional permit fees, development impact fees, and school fees may also apply.

IV. ISSUANCE OF CONSTRUCTION CHANGE

All fees must be paid and the construction change approval must be issued prior to completion of the construction permit project. Should the project have a deposit account, the project deposit account shall maintain a positive balance prior to the issuance of the construction change.